

**SSMIT MEETING NOTES  
FOR OCTOBER 31, 2001  
LAS VEGAS, NV**

1. Debby Miller opened the SSMIT at 8:00 a.m. and had everyone self introduce.
2. Debby Miller gave the policy team a document on how to declare ISSM in place.
3. Debby went over the list of deliverables.
4. The SSMIT collectively developed a list of future actions:
  - a. Transition plan from SSMIT to standing committee.
  - b. Order review; tailoring process
    - i. Reasonable and sufficient
    - ii. Get SO/NNSA buy in
    - iii. Use the ISMS process
    - iv. Deviation process as required
    - v. Performance-based orders
    - vi. Establish criteria for orders
  - c. Draft another letter offering assistance.
  - d. ISMS conference coordination.
  - e. Develop list of forums on which we can advertise ISSM
  - f. Complete actions on August task list.
5. Roadblocks
  - a. Too many orders.
  - b. Lack of SO participation in ISSM
  - c. See attachment on issues from Terry Owens.
6. Breakout Sessions. The SSMIT broke into its component teams (deployment, policy, and metrics) to work details.
7. Deployment Team Out-Briefing. (Maggie Wood, lead)
  - a. Website. The NNSI, under direction of the deployment team, will have the website ready for review by the EC/SSMIT in December.
    - i. Stu Jossey, LLNL, will draft a letter to all S&S directors by 9 Nov regarding the ISSM website.
    - ii. NNSI will develop a website submission form.
    - iii. NNSI will add password protection for a chat room.
  - b. Barry Schwartz, SNL, will draft a second letter offering assistance by 9 Nov.

- c. Robert Parks, OAK, will set up a conference call during mid-December for sharing best practices.
  - d. The team will work to ensure that ISSM is briefed at the ISM conference.
  - e. Judy Johns will work with Jim Hickok to work the “how to” video.
    - i. This 10 min video should be designed as general advertisement for all viewers. It will be inclusive.
    - ii. Have done by mid-February.
- 8. Policy Team Out-Briefing (Cathy Tullis, lead)
  - a. Six-month report. The policy team will send a draft to Debbie Monette. She will brief Gordon and Erickson.
  - b. DEAR clause draft will be revised.
  - c. The ISSM guide will be expanded and ready for discussion at the December EC meeting.
- 9. Metrics Team Out-Briefing (Peggy Montoya, lead)
  - a. Developed a SOW for the ISSM baseline survey.
    - i. NNSI will develop a one-page survey by December 7 based upon a list of topics developed by the team and given to Jim Hickok (see attachment).
    - ii. NNSI will draft a Gordon cover letter by December 7.
    - iii. Survey conducted 1 Jan-1 Feb.
    - iv. Analyze data by 30 April.
    - v. Brief EC/SSMIT by May.
  - b. NNSI develop questions for two ISSM principles to insert into the annual report: incidents and deviations. Want some measurable metrics.
  - c. Self-assessment tool.
    - i. NNSI will collect sample tools from sites and put on the ISSM website. Peggy Montoya will work with Jim Hickok.
    - ii. Develop a generic self-assessment for the ISSM guide. The lead for this task will be Shirley Baker.
- 10. Next meeting tasks.
  - a. Discuss meaningful ISSM metrics, and the distinction between security metrics (DOE surveys/inspections) and ISSM metrics (contractor implementation).
  - b. ISSM survey effectiveness.
  - c. Contractual assessment of the status ISSM.
  - d. Budget aspects of ISSM.
  - e. Discuss plan to advertise ISSM throughout DOE, especially to line management.
  - f. Look at the ISSM project plan.

11. Next meeting: December 19, 8:00 a.m. to 12:00 a.m. at NVO.